

26 JUN 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information Services Staff

SUBJECT: ISS Weekly Report (19-25 June 1980)

Regulations Control Division

RCD processed 29 regulatory issuances and responded to several requests for previously published regulatory issuances.

ODP is studying RCD's future word processing needs and their requirement to interface with the P&PD system. They plan to provide RCD with a choice of several options.

Records Management Division

RMD has completed the scheduled RAMS user training and a total of 135 employees attended. Future courses will be held quarterly and will include the use of both the RAMS and ARCINS systems.

RMD has arranged for O/DDS&T, OGC, OLC, and NPIC to give briefings on their registries for the Agency's registry managers and records management officers.

Classification Review Division

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26 June 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]
Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (19-25 June)

- | 1. <u>The Week in Review</u> | <u>19-25 June</u> | <u>1980 Weekly Average</u> |
|------------------------------|-------------------|----------------------------|
| a. New cases logged | 83 | 63.1 |
| b. Cases closed | 34 | 54.4 |
| c. New appeals logged | 2 | 2.0 |
| d. Appeals closed | 2 | 2.4 |
| e. Manpower (man-weeks) | 130.7 | 122.0 |
2. Current Backlogs
- a. Initial requests - 2867
 - b. Appeals - 409
3. Spotlighted Requests

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5. Analysis

A total of 3,122 requests was logged during CY 1979. According to the data in the IPD log, 7,969 initial taskings (for a fee estimate, search and/or review) have resulted to date, plus 1,005 intra-Agency referrals. A breakdown of the workload, by component, follows:

DCI/ICS Area

<u>Component</u>	<u>Initial Taskings</u>	<u>Referrals</u>	<u>Totals</u>
O/DCI	20	29	49
IC Staff	29	3	32
NFIB	3	0	3
Compt	1	2	3
EEO	7	0	7
IG	16	11	27
OGC	101	48	149
OLC	38	16	54
O/PA	36	3	39
OPPPM	1,476	94	1,570
Totals	1,727	206	1,933

NFAC Area

O/NFAC	28	15	43
PPG	0	1	1
NIO	62	8	70
OPLA	71	17	88
OCR	1,476	8	1,484
OER	39	8	47
OGCR	19	5	24
OSWR	98	19	117
OSR	15	5	20
CAR	6	2	8
SSS	1	1	2
OCO	1	2	3
OIA	0	5	5
Totals	1,816	96	1,912

DDS&T Area

O/DDS&T	36	27	63
FBIS	45	26	71
NPIC	26	13	39
OD&E	8	3	11
ORD	34	2	36
OSO	12	4	16
OTS	84	14	98
Totals	245	89	334

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<u>Component</u>	<u>Initial Taskings</u>	<u>Referrals</u>	<u>Totals</u>
O/DDA	8	2	10
OC	5	24	29
ODP	4	5	9
OF	16	24	40
OL	37	14	51
OMS	103	31	134
OS	1,656	107	1,763
OTR	56	40	96
ISS	6	1	7
Totals	1,891	248	2,139
<u>DDO Area</u>	2,290	366	2,656

The components with the most taskings (OCR, OS, OPPPM, DDO) are the ones that are routinely sent nearly all PA requests for processing. Since not all requests involve the same amount of work, the number of taskings received is, at best, only a rough measure of a component's FOI/PA workload. It should also be pointed out that, inasmuch as IPD deals with the DDO at the Directorate level only, the above statistics are not a true indication of the DDO's share of the work. For example, a single request may have been sent to OCR, OER, and OPLA for action. Accordingly, it would be counted three times in calculating the NFAC total. The same request, if sent to the DDO for processing, could very well involve the participation of two or more DDO components--yet it would be counted only once. Moreover, the appeals and litigation workload, which impacts heavily upon the DDO and OGC, is not taken into account.

Not all logged requests, of course, result in taskings. Each year, IPD is able to dispose of at least 400-500 cases without requiring other components to conduct searches or review records. These are the requests which can be answered by providing copies of previously released records, or by referral to other federal agencies, or which are eventually canceled or withdrawn.

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Information and Privacy Division

A separate report is attached.

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Attachment

